

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**

Creditor Mailing List (Matrix) Requirements

The Creditor Mailing List should conform to the following:

- **DO NOT** include page titles, headers, footers, or page numbers
- One (1) inch margins for left, top, bottom
- Left justified
- One single column
- 5 lines per address maximum
- Maximum of 40 characters per line
- **NO** special characters such as @ \$ % ^ & * () _ + = \ | ; : " { } [] < > ? ~ `
- Last four digits of account numbers or "attention" information should be placed on the second line only.
- City, State and ZIP code must be on one (1) line
- City, State and ZIP code must be the last line of the address
- There must be a comma placed after the city name
- All states must be two letter abbreviations
- Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits
- Each creditor must be separated by at least one blank line

EXAMPLE CREDITOR LIST:

National Bank of Beaumont
P.O. Box 3391
Beaumont, TX 77704

Flex Northwest
1540 NW 46th Street
Seattle, WA 98372

General Welding Supply Co.
P.O. Box 3617
Baltimore, MD 20984

George S. Bush Export, Inc.
1400 Exchange Building
Buffalo, NY 10984

Glander International
Lake Success Plaza
One Hollow Lane
Lake Success, NY 11042

Gus Electronics
Marine Division
3700 West 61st Avenue
Anchorage, AK 99502

Hansberrys Appliance
Parts Division
400 9th Avenue North
Seattle, WA 98109

Hardware Specialty Company
3419 11th Avenue, SW
Seattle, WA 98134